

Bus Chartering Guide (School Bus / Coach Bus)



羅省第一華人浸信會
FIRST CHINESE BAPTIST CHURCH
LOS ANGELES

942 Yale Street, Los Angeles, CA 90012 www.fcbc.org
 (213) 687-0814 (213) 375-3999 info@fcbc.org

INSTRUCTIONS (submit ALL necessary forms to avoid processing delays):

- Complete the information below to help obtain a written quote from the bus company. Prepare a separate list of equipment/supplies to be transported and their dimensions for the bus company.
- Select a bus company from the attached approved list only. For more options, contact Trustees (trustees@fcbc.org).
- All costs will be charged to your ministry/department budget. If paying by:
 - Church credit card (through Trustees): Submit a **CHURCH CREDIT CARD PERMISSION FORM** with appropriate approval(s) to Trustees.
 - Check: Submit a **CHECK REQUEST FORM** with appropriate approval(s) to the Treasurer.
- Submit a **FACILITIES/ACTIVITIES REQUEST** form to the Facilities Manager. The form may also be used to reserve a room before departure.

Number of bus riders: _____ School bus Coach bus (more expensive)

DEPARTURE	Date: _____	Bus Arrival Time: _____	Bus Departure Time: _____
	Pick-up address: _____		
	Drop-off address: _____		
	Address of lunch/break stop: _____		
	Length of stop: _____ Hour(s) _____ Minutes <i>(ask bus company if they charge for stops)</i>		
RETURN	Date: _____	Bus Arrival Time: _____	Bus Departure Time: _____
	Pick-up address: _____		
	Drop-off address: _____		
	Address of lunch/break stop: _____		
	Length of stop: _____ Hour(s) _____ Minutes <i>(ask bus company if they charge for stops)</i>		

What will each rider bring? 1 piece of luggage 1 sleeping bag Other _____

Does the bus need to stay with the group to provide local transportation? Yes No

Road conditions (snow/unpaved/winding): _____

Other information: _____

- NOTES:**
- If the driver stays overnight, the bus company may require you to provide a hotel room.
 - If the driver stays overnight to continue the trip, the suggested tip is \$1/day for each rider.
 - Cancellation policies vary. If a bus is no longer needed, contact the bus company as soon as possible.

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Approved Charter Bus Companies

Bus Type	Company	Phone Numbers	Contact Person(s)	E-mail	Accepts Credit Card
Coach Bus	Fast Deer	Tel: (323) 201-8988 Fax: (323) 201-8900	Elena Davila	sales@fastdeer.us	Yes
	Corporate Coach	Tel: (310) 216-1171 Fax: (310) 216-1181	Lloy Cooper	Info@ccctours.com	Yes
	Inland Empire (well known among camps & mountain resorts)	Tel: (800) 733-4968 Fax: (909) 466-4193	Stacey Key	Stacey@iesbuses.com	Yes
School Bus	Brooks Transportation	Tel: (818) 268-9555 Fax: (818) 610-3094 Credit Card: (818) 610-3092	Agustin Quiroz Richard Quiroz	brookstransportation09@hotmail.com	Yes
	Durham Transportation	Tel: (310) 767-5820 Fax: (310) 767-5823	Alma Lawrence	alawrence@durhamschoolservices.com	Yes
	Mission School Transportation	Tel: (323) 225-9105 x123 Fax: (323) 225-9957	Melanie Parks	mparks@ridesta.com	Yes